

Memorandum



Date: August 31, 2004

To: All Department Directors
And FAMIS Liaison Personnel

From: Blanca Padron, Controller
Finance Department

Subject: Year-End Closing Package September 30, 2004

Attached is your **2004 Year-End Closing Package**, which explains the procedures that need to be followed and the forms that need to be completed. Please adhere to instructions printed on each form. You can access the 2004 Year-End Closing Package at http://intra.co.miami-dade.fl.us/finance_forms/home.htm

Thank you for your cooperation.

BP:MM:md
Attachments

Memorandum



Date:

To: Maria E. Moreira, FAMIS Coordinator
Finance Department

From:

Subject: 2004-05 Fiscal Year – Liaison FAMIS Coordinator

Return by September 17, 2004

Return form to Maria E. Moreira, Finance Department, 111 N.W. 1st Street, Suite 2620.

The department has designated the person listed below to act as FAMIS Coordinator Liaison for the 2003-04 fiscal year closing and the 2004-05 fiscal year:

NAME:*

LOCATION:**

TELEPHONE:

NAME

FAMIS CODE

DEPARTMENT:

DIVISION:**

SECTION:**

* This is the individual who will be responsible for gathering and furnishing the information necessary for the Accounting Division to prepare the financial statements and who shall act as liaison for the 2004-05 fiscal year.

** If applicable

Memorandum



Date:

To:

From:

Subject: Department Authorized Signatures for Wire Transfers

This form lists the names of the individual(s) authorized by the Department Director to sign wire transfers for the Department.

This authorization, unless changed due to employee transfers, terminations or a reassignment of duties, will be effective for fiscal year 2004-05. Any subsequent updates required are to be forwarded to the Finance Department.

<u>NAME</u> <u>TYPE OF PRINT</u>	<u>DEPT.</u> <u>NO.</u>	<u>DIV.</u> <u>NO.</u>	<u>SIGNATURE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Return this form to Dania Timmons, Finance Department, 111 N.W. 1st Street, Suite 2620 by September 30, 2004.

Reporting Package Contents
9/30/04 Audit

- A. Targeted Reporting Dates
- B. Statement of Activities Worksheet
- C. Blank B/S, I/S, and cash flow worksheets for FYE 2004 CAFR preparation
 - Statement of Net Assets
 - Statement of Revenues, Expenses, and Changes in Net Assets
 - Statement of Cash Flows
- D. Notes of Information:

Note 1c	Capitalized Interest
Note 3	Cash and Investments (Worksheet pending to conform to GASB 40)
Note 4	Capital Assets
Note 5	Operating Leases
Note 6	Disaggregation of Receivables and Payables
Note 7	Self Insurance
Note 8	Long Term Debt <ul style="list-style-type: none">• 10k Schedule• Change in Long Term Liabilities• Principal and Interest Maturity• Bonds Issued/Defeased/Refunded during the year
Note 10	Contingencies and Commitments (Refer to 2003 CAFR for any Notes pertaining to your fund-Includes Arbitrage and Construction Commitments)
Note 11	Subsequent Events

****Note: The blank financial statement worksheets and notes to the financial statements will be made available on the County's internet web address: www.miamidade.gov/finance**

- E. Payroll Memo (Aviation, WASAD, HUD, PHT)
- F. Statistics
 - Schedules of Revenue Bond Coverage (As reported in Enterprise Fund's CAFR)
 - Aviation Passenger etc Statistics
 - Seaport Statistics(Refer to 2003 CAFR – Statistics Section)
- G. Director's Letter
- H. Statement that this package was received & reviewed by external auditors, make sure the appropriate sheet is signed-off by your auditors.

**Miami-Dade County
Finance Department
September 30, 2004**

Closing Procedures

In order to prepare the County's annual financial statements for the fiscal year ending September 30, 2004, the following "cut-off" procedures must be observed by all departments:

Cash Collections and Bank Deposits

Cash collections must be "cut-off" at midnight on Thursday, September 30, 2004. This means that collections on hand at midnight, September 30, 2004 must be:

1. Deposited intact before 2:00 P.M. Friday, October 1, 2004, on a Deposit Receipt dated September 30, 2004.
2. Entered on a Report of Collection dated September 30, 2004, with fiscal period 12/2004.

These reports of collection should be received by the Finance Department no later than Friday, October 1, 2004 for processing with fiscal month 12/2004. All collections received after midnight, September 30, 2004, must be deposited, and entered on a Deposit Receipt and a Report of Collection dated October 1, 2004 or later for processing with a month 01 documents, for the fiscal year 2005 beginning October 1, 2004.

Those departments using "RIMS" to process Report of Collections, must input September 30, 2004, deposits with fiscal period 12/2004 no later than Friday, October 1, 2004.

Invoices

Outside Vendors Invoices

All outside vendors invoices for goods and services received on or before September 30, 2004, will be charged to the 2003-04 budget. Departments using ADPICS A/P Module must also have the invoices delivered to the Accounts Payable Section of the Finance Department by noon, October 07, 2004. In order to facilitate this, departments expecting receipt of goods or services near September 30, 2004 should request "early" invoicing from these vendors.

Prior year invoices received by the Finance Department after October 7, 2004, for goods and services received or rendered to departments on or before September 30, 2004 will be encoded in fiscal year 2005. At the end of the audit cycle, if these subsequent period entries are material, an adjusting entry will be posted against the 2004 budget.

DO NOT ACCUMULATE OLD YEAR INVOICES FOR PAYMENT IN THE NEW YEAR

Documents in the Approval Path

Departments using the ADPICS A/P Approval Path to submit Invoices/Vouchers must hand deliver all documents to the Finance Department within the scheduled “cut-off” dates as follows:

1. Voucher Processing: Submit by October 1, 2004 and by noon, October 7, 2004
(1st and last cut off)
2. Journal Entries: Submit by October 1, 2004 and by noon, October 7, 2004
(1st and last cut off)

In order to assist you in tracking outstanding (not posted) documents for fiscal year 2004, FAMIS and ADPICS A/P reports of documents awaiting approval to all departments will be available On-Demand. Any fiscal year 2004 documents on the approval path for which the original documentation has not been received by the Finance Department by noon, October 7, 2004 will be deleted from the electronic mailbox. The approval path, like the “Error Listing”, must be cleared by year-end.

As a result of the ADPICS A/P Module there will no longer be changes in the documents prefixes to segregate prior year (PY) and current year (CY) invoices. The system will refer to invoice date for this purpose.

Interdepartmental Billings

1. Automated charges for fiscal year 2003-04 such as energy, telephones, mobile equipment, are to be processed and applied against the 2003-04 fiscal year no later than September 30, 2004. Payroll accruals will be posted on September 14, 2004.
2. All manually coded journal entries covering interdepartmental charges for goods and services delivered or rendered on or before September 30, 2004 are to be submitted to the Finance Department no later than noon, Thursday, October 7, 2004.

METROPOLITAN DADE COUNTY

Fiscal Year Closing Petty Cash - Change Funds

The Petty Cash and Change Funds form is to be filled out and returned listing each location. **NO PETTY CASH FUND WILL BE REPLENISHED IF THIS FORM IS NOT ON FILE WITH THE FINANCE DEPARTMENT.**

The Petty Cash Fund must be found at the location indicated below so that it can be verified by auditing teams. This authorization, unless changed due to employee transfers, terminations or a reassignment of duties, will be effective for the fiscal year 2004-05.

This form must be returned to the Finance Department no later than September 27, 2004. Send form to Jose Fernandez, Finance Department, 111 N.W. 1st Street, Suite 2620.

Name FAMIS
No.

Dept. _____ Prepared by: _____

Div. _____ Title: _____

Fund _____ Phone Number: _____

<u>Location</u>	<u>Custodian</u>	<u>Petty Cash</u> <u>Amount</u>	<u>Change</u> <u>Fund</u> <u>Amount</u>	<u>Total</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* Changes in name of custodian should be reported in the "Petty Cash Action Request" form (included in the package) only if the custodian has changed. (This change will be reflected in the official FAMIS records). The custodian of the Petty Cash Fund should not be the person authorizing the disbursement of funds.

Approved: _____

Department Director

Yend-4.MM

Metropolitan Dade County Authorized Signatures

For Department/Agency: Finance Department

Approved By: _____ Date: _____
DEPARTMENT DIRECTOR

Return to Dania D. Timmons, Finance Department, 111 N.W. 1st Street - Suite 2620, Miami, Florida 33128 by September 27, 2004.

This form lists the names of the individual(s) authorized by the Department Director to be responsible for the expenditures of budgeted funds.

This authorization, unless changed, will be effective for the fiscal year 2004-2005.

These signature authorization form are retained in department order for auditing purposes. Subsequent requisitions, purchase orders, receiving reports, direct bills, and any other requests for reimbursement/disbursements for the 2004-2005 fiscal year:

<u>NAME</u> <u>TYPE OR PRINT</u>	<u>DEPT.</u> <u>NO.</u>	<u>DIV.</u> <u>NO.</u>	<u>SIGNATURE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Memorandum



Date: August 31, 2004

To: All Fund Accountants

From: Blanca Padron, Controller
Finance Department

Subject: Year-End Preparations

Before the year-end closing, the following items should be addressed at your reporting level (fund, sub-fund, or project):

- Review trial balances.
- Reverse prior year receivables or determine collectability.
- Accrue current year receivables.
- Review prior year payables.
- Trace opening balances (SOTS column) to 9/30/03 Annual Financial Statements and Single Audit Report.
- Review Due to/Due from accounts and obtain concurrence from complementary fund accountant.
- Review encumbrances outstanding. Liquidate any that are no longer relevant.
- Review petty cash.
- Review Transfers In/Transfers Out Account and obtain concurrence from complementary fund accountant.
- Determine if appropriations reflected in FAMIS reflect the authorized budget including supplements and amendments.
- Review adjusting entries prepared by Miami-Dade County or External Auditors in prior years. If these entries are of a repetitive nature and are required again, **book** as many as possible prior to final closing of the books.
- Review G/L account balances for appropriateness (for example: Negative Balance Accounts Receivables).
- Review Clearing Accounts: should have zero balances.
- Review Fixed Asset additions and deletions for appropriateness.

Grant Accountants:

- Prepare schedules of cash drawdowns (entry by entry) since October for each grant. Include the name of the grantor agency, CFDA and/or CSFA number, grant number if any, FAMIS grant number, and total award amount. The auditors require this information for their confirmations.

RB:BP:md